

Law Clerk Packet

Use this form as a checklist

The following forms must be completed and returned to the Office of Employment Services. Keep a copy of the forms for your records

_____ **Law Clerk Payroll Form**

- **Complete the Law Clerk's portion of the form**
- **Sign and date the form (do not print)**
- **See the reverse side of the Payroll form for instructions on completing it**

_____ **Judiciary Application –**

- **Must Complete Section I and IV**
- **Sign and date page four**
- **For Section III complete the Employment History or state, “see resume” and attach your resume**
- **Voluntary Personal Information Form is optional**

_____ **Authorization for Access to Records**

- **Complete the middle section**
- **Sign and date the Consent for Disclosure**

_____ **Law Clerk Payroll and Benefits Session Registration Form**

- **Complete the top portion**
- **Select one date and time to attend this important session**

Please submit all original forms together and return them in the enclosed envelope.

**ATTN: Scott Orr, Human Resources
Maryland Judiciary
580 Taylor Ave., Bldg. A1
Annapolis, MD 21401**

Bring the following items with you to your Payroll and Benefits Session:

- **A copy of your certified marriage certificate (signed by the clerk of court)**
- **A copy of birth certificates for each eligible dependent you wish to cover**
- **Bring the appropriate documentation from the Lists of Acceptable Documents to complete the I-9 form (You will receive the I-9 at your session)**
 - **One from List A OR One from List B AND List C**